***Hellgate High School – Capstone Committee***

**Monthly Meeting**

**Wednesday, December 10, 2014, 2014, 3-4pm**

**Location: Office Conference Room**

**Guiding Question**

How does our work meet District goals and model 21st Century education?

**Long Term Target:**

This leadership team will review, discuss, and revise the current capstone requirements to meet the student and staff needs and to ensure alignment with the 21st Century Model of Education.

**Agenda & Meeting Minutes**

Facilitator: ? Note taker: ?

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| **Topic** | ‡**Notes** |
| Meeting Roles: | Determine a chair & note taker for this team |
| Accountability Subcommittee Report: | I steered us to consideration of the big picture away from the bountiful land of minutia.  We more or less agreed on goals and assumptions, and moved straight to consideration of the proposals.  We determined that we were going to suggest a range of options for consideration of the committee with the recommendation that some form of faculty involvement/vote on the central issue would likely be good.  We created 8 options for consideration and then I boiled them down to the most basic of concepts.  We included a suggested method for gathering faculty opinions.  We will bring this to the committee at our next meeting for review.  I thought you would like a heads up.  Courtney  **Senior Capstone: Proposals “What Should We Do for Next Year?”**  Assumptions:   * No district decision/coordination * Little or no $ for extra FTE. So no extra courses * Needs to have teeth   Goals:   * Capstone (Summative) requirement for students coordinating their school skills in one project. * Keep them engaged until the end * Providing a possible bridge (or wake up call) to the future   Possibilities:   1. **Each course reserves some curriculum space for Senior Capstone:**  Capstone accountability spread among all courses with seniors. 2. **Be Optional.** 3. **Just kill it outright.** 4. **Run Senior Capstone like a modified CAS/EE.**  Embed the Senior Capstone in a CAS/EE like structure, one that likely runs for most of the high school experience. 5. **Privilege For Students:** Instead of teeth we could offer reward.  Students who completed a **Junior** Capstone Proposal and Research Component, then get the privilege of having a Senior Study Hall to “complete the project”. 6. **Run it like we always have:** Accept the new tweaks and keep the “teeth” in Government and English 7. **Other Suggestions?** 8. **Pie in the Sky.** Consolidate Senior Capstone, integrated discipline reviews/discussions, Scholarships applications and internships, Advisories, Civics etc. in a semester course taken by all Seniors. (Violates an assumption, but might be a preferred long-term goal).   **Data Collection Recommendations:**   1. “The House”.  Everyone one gets a vote.  Secret ballot with room for comments. 2. PLC.  Each PLC provides their input. 3. “The Senate”. Every table gets a vote.  Allows for small group consensus. 4. Public voting by feet.  Gets the politics out in the open.  Create a sign for each option and put them in different parts of the room allow 5 to 10 min for people to go stand by their preferred option.  Take a count.   Discussion on the above report:   * Concerns going to the staff with eight options * Did staff already agree on a Junior year start in January * Did staff already agree on continuing the project with the committee determining a way to put teeth into the project? * Linda proposes moving back to the full senior year schedule, no requirement for research paper and only have a reflection paper. * Courtney reports that he has heard push back on all options. * Parent suggest making the capstone project a HHS requirement * Mike asks what is the concern over option #3: Parents and community expect it from HHS. It is part of the culture. * Debbie ask if we can ask the school board if this is a requirement. Lisa responds that the school board will reconsider when all three high schools come to a consensus on what the project will look like. * Courtney responds that by not making a decision that we are making a decision. If we leave it optional it might die. * Parent responds that she thinks HHS could have capstone as a HHS requirement. * Last year, Lisa required students to complete a project to participate in commencement services. * Proposal to take a committee vote on the accountability:   + Optional (#2)   + Spread the accountability across all senior courses (#1)   + Requirement to participate commencement services (new)   + Privilege for Sr. Release period (#5) * Alan proposes that decision does not need to be made by January. That we could start the class of 2016 in September 2015. VOTE by committee:   + Agree = 14 /15   + Disagree = 1 /15 * Information to collect before January meeting:   + Does SHS provide .5 credit for students who complete a capstone project –Liz   + Written response from ERDs on why the capstone project has not been pursued as a graduation requirement and ask for a written response. Also ask ERDs to survey the School Board as to what their vision of capstone is – Debbie, Sally Anne, Rhian   + Information from BSHS on their plans for the future of senior projects- Beth * The seniors who complete a Senior Project this year receive an honorary chord at graduation. * Suggestions for a timeline:   + Communicate with the Juniors – December, Letter written by Lisa   + Review options on accountability – January   + determine a proposal on the accountability - February   + Present Proposal to staff and vote on approval- March   + Finalize details and present to Juniors – april/May * Charlene suggest that we continue to search for incentive ideas   + Senior Seminar   + Limit multiple senior release to only students who complete a capstone |
| Calendar | Determine the following calendar events for the 2016 graduates:   1. Presentation day 2. Project Proposal due date 3. Research Paper due date |
| January Agenda | 1. Meeting Date – January 7, 2015 3-4 pm, school library 2. Suggested agenda items:    1. Finalize calendar    2. Select a date for student assembly    3. Finalize accountability for student completion    4. Discuss a Capstone Coordinator (MOU)       1. Coordinator proposal for 2015 graduates       2. Coordinator proposal for 2016 graduates |
| Summary of Decisions | * Alan proposes that decision does not need to be made by January. That we could start the class of 2016 in September 2015. VOTE by committee: |

‡Agenda & Meeting Minutes may be posted on the district wiki and school website at the conclusion of the meeting, so be conscious of FERPA violations while taking notes.